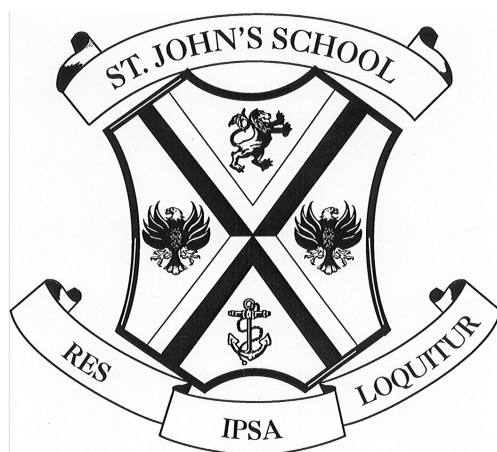


St. John's Prep. & Senior School



First Aid Policy

Last annual review by leadership team	Last annual review by The Principal
November 2019	November, 2019.
Last annual review by external consultant	
November 2019	

Background

St. John's Prep. & Senior School has a number of teachers and support staff qualified as First Aiders to give emergency aid as and when the need arise. A record is kept of dates on which first aiders were trained and refresher training undertaken. Our First Aid Provision meets the recommendations of the National Code of Practice (reference L74) of the Health and Safety Executive.

Policy Statement

The School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

First aid is the initial management of any injury or illness suffered in the School. It does not include the giving of tablets or medicines to treat illness, the policy for which is laid down in the School's Health, Safety and Welfare Policy.

Purposes

1. The provision of First Aiders is a statutory requirement of the Health and Safety (First Aid) Regulations 1981.
2. Provision of First Aid for emergencies helps ensure a safe working environment for all staff and pupils, both in School and on School trips.

Guidelines

- On admission to St. John's all parents are asked to complete our 'First Aid Treatment' form (appendix B) which gives the school permission to provide emergency aid as needed, along with permission to apply Savlon Gel to grazes, Antihistamine Cream to stings, rashes or bites and Arnica to bruises. A list of pupils whose parents do not wish the above-mentioned creams applied to their child is kept in the medical room locked cupboard and should be consulted before any cream is applied to any child.
- Incidents requiring emergency aid should be reported initially to the staffroom, if this occurs during break or lunch time and to the Office during lesson times. Two pupils sent together can be used to request help.
- At the Senior School a list of qualified First Aiders is posted in the Staff room on the Health and Safety Board and in the Office. At the Prep. School the First Aiders list can also be found in the Medical Room and in the Office. First Aiders may be called upon to administer emergency aid at any time.
- First Aid equipment is available in:
 - **Prep School:** the break time First Aid Bag, each classroom, kitchen and in the Medical Room.

- Senior School: School Office, Staff Room, each classroom, Kitchen and Medical Room.
- Contents of each first available first aid kit is shown in appendix A.
- It is the Headteacher's and Principal's responsibility to appoint a member of staff to take responsibility for the maintenance of First Aid supplies in these areas.
- If a First Aider deems it necessary, Office staff or the relevant Form Teacher at the Senior School will telephone for emergency services first and then inform parents that an ambulance has been called.
- At the Prep. School, the Head of Year of the pupil concerned will be responsible for ascertaining the facts, contacting The Principal for advice and will then telephone the parents or the emergency services if this is deemed necessary. In the case of injuries that may require hospital treatment, parents are to be asked to collect their child and take them to the local walk-in centre to be checked. Only in extreme cases, the emergency services should be called.
- If parents are unable to accompany pupils in an ambulance, a member of staff will escort the pupil to the A & E Department and meet parents there.
- Should an emergency arise on the School field, a runner should be sent to the Office to summon a First Aider.
- All occasions where a first aider responds should be recorded on the digital Behaviour Watch under the Medical section, whether or not treatment is given.
- All accidents will be recorded on the digital Behaviour Watch under the Medical section and notified to the relevant body if necessary.
- The school will investigate, on a regular basis, every accident, incident and near-miss event to ensure that lessons can be learned, and the risks of repetition reduced.
- Parents are advised of any first aid treatment their child has received during the day either by telephone or in person at the end of the day depending on the severity of the accident. A 'First Aid Administered Today' is completed for every incident of injury or sickness suffered by a child at the Prep School and is given to the parent at the end of the day (or to the pupil to take home, if necessary), these are then filed in the pupil's file in the Office. Every pupil who has sustained a serious knock or bump on the head is given a Head Injury Advice Form to take home to parents advising them of developing symptoms that may require medical investigation.
- Staff will be advised by the Deputy Head when Emergency Aid Training needs to be updated.
- All qualified First Aiders are covered by insurance for liability.

Conclusion

St. John's First Aid Policy endeavours to ensure the School provides effective Emergency Aid for all pupils and employees. This policy will be reviewed by the Principal annually or following any significant changes that may affect first aid provision.

Appendix A

Contents of First Aid Kits in classrooms:-

Protective Gloves
Antiseptic Wipes
Vomit bags
Clinical waste bags
Sterile wound dressings /Plasters

First Aid Equipment in Medical Rooms:-

Defibrillator and face shield kits	First Aid Stickers
Protective Gloves	I Bumped my Head Today stickers
Antiseptic Wipes	
Vomit bags	
Vomit bowls	
Clinical waste bags	
Sterile wound dressings	
Plasters	
Micropore tape	
Sterile bandages	
Wound closures – steri strips	
Triangular bandages	
Easiplaster	
Knee support	
Instant Ice Packs	
Sterile eye pad	
Sterile eye wash	
Burn gel spray	
Spillage compound	
Tough cut scissors	
Tweezers	
Safety pins	
Paper towels	
Anthisan cream	
Savlon	
Arnica	

Appendix B

St. John's Prep. & Senior School



FIRST AID

In the event of your child suffering from minor scrapes, rashes or bruises whilst at school, we can provide the following creams to ease their suffering - Savlon (for scrapes and grazes), Arnica (for bruises) and Antihistamine Cream (for stings, bites or rashes). We always follow the guidelines outlined on the packet.

Please tick the box below, if you give your consent for us to do this.

- SAVLON can be used if necessary.
- ARNICA can be used if necessary.
- ANTINHISTAMINE CREAM can be used if necessary.

Child's name

Parent's signature

This consent form will be held on record until you let us know otherwise. Thank you.